

Employment Opportunity Available

The position of License Application Analyst is currently available at the North Carolina Real Estate Commission office in Raleigh. A summary and employment schedule are outlined below. Persons interested in applying for the position are asked to submit an Application for Employment by 5:00pm on December 23, 2010

EMPLOYER:

North Carolina Real Estate Commission, a North Carolina state agency responsible for the licensing and regulation of North Carolina real estate brokers and time share projects.

POSITION:

License Application Analyst
+\$20/Hour
(Hours vary per week up to 20)

DUTIES:

Coordinates the review of individual and firm license applications with character issues; obtains additional required information relating to convictions, liens and disciplinary actions by occupational licensing boards; contacts applicants and other sources such as county clerks, State Bar, other state licensing agencies, etc, to obtain background information; approves licensing in accordance with Commission approval guidelines; drafts summary of character issues for applications going before the Executive Director or the Commission; presents applicants and issues to the Commission's character conference panels; poses questions during character conferences as deemed appropriate; handles correspondence following Commission meetings to provide information on the decision of the full Commission; and responds to inquiries regarding license application requirements pertaining to character issues.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university; or an equivalent combination of education and experience. Law enforcement or criminal justice experience preferred but familiarity with criminal reports, credit reports and court documents minimum.

EMPLOYMENT SCHEDULE:

December 23, 2010	-	Deadline for Employment Applications
January 10, 2011	-	Interviews for selected candidates
January 24, 2011 (or earlier)	-	Employment Date

CONTACT PERSON:

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